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Chaplain

**CHAPLAIN SERVICE RESPONSIBILITIES
AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 52-1, *Chaplain Service*. It directs procedures that allow Air Force personnel to freely exercise religion. It addresses Chaplain Service standards, readiness, religious facilities, and chaplain funds. It applies to all Chaplain Service personnel. See attachment 1 for acronyms and terms used in this instruction. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113; other commands furnish one copy of each supplement to the next higher headquarters.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 97-1 and provides guidance for oversight, management, and administration of all United States Air Force Chaplain Service funds. A | indicates revisions from the previous edition.

1. Chaplain Service Standards:

1.1. Chaplains. Religious bodies, recognized by the Department of Defense Armed Forces Chaplains Board, endorse all chaplains.

1.2. Insignia. Wear the insignia appropriate for your faith group (see AFI 36-2903, *Dress and Personal Appearance of Personnel*): Buddhist chaplains, the prayer wheel; Christian chaplains, the cross; Jewish chaplains, the tablets with the Star of David; and Muslim chaplains, the crescent.

1.3. Title. Use title and rank (Chaplain, rank,) in official correspondence. Address chaplains as "chaplain" regardless of grade. Use traditional religious titles when appropriate for informal correspondence or social settings.

1.4. Chaplain Attire. Wear the prescribed Air Force uniform or worship apparel consistent with your faith group tradition when conducting religious services.

1.5. Chaplain Service Duty Restrictions. Do not perform duties incompatible with your professional role and noncombatant status. You do not have to conduct or take part in religious activities that conflict with your faith group doctrines or personal religious convictions.

1.6. Death Notification. For pastoral care, chaplains accompany officers assigned to deliver death messages.

1.7. Reporting Death and Illness of Chaplain Service Personnel. Senior chaplains at all levels report to the next functional level the death, hospitalization, or serious illness of Chaplain Service personnel and their immediate family members (spouse, child, parent, brother, sister, and next of kin). Make these reports within 24 hours.

1.8. Worship. Air Force or auxiliary chaplains conduct all major faith group worship services. These include Jewish, Protestant (general, gospel, liturgical, etc.), Orthodox, and Roman Catholic. A Jewish lay leader may conduct Jewish services.

1.8.1. When there is a documented need for a denominational worship service, persons with written authorization from that denomination may conduct the service. The senior chaplain files and reviews the written authorization, and validates the documented need each fiscal year.

1.8.2. When scheduling worship, give major faith group services priority over denominational services.

1.8.3. Every Sunday, conduct one morning Protestant worship service that addresses as many of the Protestant community's shared faith commitments as possible.

1.9. Religious Literature. Senior chaplains make sure that religious literature is available and recommend to the commander the removal of materials that solicit, proselytize, or malign any religious group.

1.10. Gratuities. Do not accept gratuities for performing official duties.

1.11. Religious Holy Days. Senior chaplains at all levels identify holy days and major faith group requirements and advise commanders accordingly.

1.12. Resource Personnel. The senior chaplain, in consultation with the commander, authorizes qualified resource personnel to provide for specific religious needs that assigned Chaplain Service personnel cannot meet. An Air Force chaplain will supervise all resource personnel.

1.12.1. Auxiliary Chaplains. When there is a specific requirement, contract or hire auxiliary chaplains to provide worship services, hospital ministrations, and pastoral counseling within the applicable Air Force Manpower Standard. Auxiliaries must meet the same educational requirements as Air Force chaplains and be approved in writing by their religious body. The senior chaplain reviews the need each fiscal year.

1.12.2. Auxiliary Chaplain Restrictions. Air Reserve Component (ARC) members do not serve as auxiliary chaplains for their assigned unit or base. Auxiliary chaplains who are ARC members do

not wear the uniform, receive credit points, or earn military pay while performing auxiliary chaplain services.

1.12.3. Special Resource Personnel. The senior chaplain authorizes qualified resource personnel to perform a religious service, rite, or program for a specific need, such as a Bible study series, marriage enrichment seminar, choir workshop, wedding, or baptism.

1.12.4. Certifying Attendance and Offerings. Complete Air Force Form 1423, **Certificate of Attendance and Offerings**, if monetary offerings collected at any function are not deposited in the installation chaplain fund.

1.13. Religious Education Curricula. Use Armed Forces Chaplains Board approved religious education materials as core curricula. The senior chaplain may approve other resources as supplemental materials.

1.14. AF Form 1270, Chaplain Statistical Report (RCS: HAF-HCX[A]7103). This report is designated emergency status code D (discontinue under emergency conditions). MINIMIZE does not apply.

1.14.1. Individual AF Form 1270. All chaplains complete section I through V as the senior chaplain requires. Air National Guard (ANG) chaplains and Category A United States Air Force Reserve (USAFR) chaplains submit reports to the senior unit chaplain. Category B USAFR chaplains submit reports to the senior chaplain at the unit of attachment.

1.14.2. Annual AF Form 1270. The senior chaplain consolidates the individual AF Form 1270 reports, completes section VI, and submits an annual AF Form 1270 consolidated report (1 January through 31 December) to the MAJCOM, FOA, or DRU HC by 1 February. ANG senior chaplains submit annual consolidated reports to ANGRC HC. Category A USAFR senior chaplains submit annual consolidated reports to HQ AFRES HC. Each MAJCOM, FOA, DRU HC consolidates sections I through VI into a single report and submits it to HQ USAF/HCX by 31 March.

2. Readiness:

2.1. HQ USAF/HC. HQ USAF/HC develops policy guidance for readiness planning, training and for deploying Chaplain Readiness Teams (CRT).

2.1.1. Training Policy. Train all Chaplain Service personnel to perform as CRT members.

2.1.2. Training Guidance. CRT core training areas include, but are not limited to the following:

- Readiness planning documents (see attachment 2).
- Role and mission of the CRT.
- Concept of operation.
- Command, control, and communications.
- Geneva Conventions and Law of Armed Conflict.
- Self-aid and buddy care.
- Disaster response procedures.
- Chemical/Biological Warfare Defense Training.
- Explosive Ordnance Reconnaissance (EOR).

- Alarm signals.
- Combat arms training (enlisted personnel only).
- Critical incident and trauma ministry.
- Continuing Medical Readiness Training (CMRT) (personnel on mobility have priority).
- The chapel contingency support plan.

2.2. HQ USAF/HCS. HQ USAF/HCS coordinates all Palace Program requirements, such as Palace Blitz, Palace Tenure, Palace Trip and Palace Exercise, with MAJCOM HCs.

2.3. MAJCOM, FOA, and DRU HC. Each ensures that base-level Chaplain Service functions meet all readiness requirements. Each:

- 2.3.1. Makes sure individuals assigned to chaplain war planning billets attend Combat Planning Institute courses.
- 2.3.2. Develops, implements, and evaluates readiness guidance and training for peacetime and war-time missions.
- 2.3.3. Manages Chaplain Service resources within the command to support peacetime and wartime missions.
- 2.3.4. Contacts HQ USAF/HCS if unable to support personnel requirements.
- 2.3.5. Collects and evaluates reports submitted by personnel returning from a deployment or a Joint Chiefs of Staff (JCS) field training exercise.
- 2.3.6. Gives command guidance for the Base-Level Planning process.

2.4. The Senior Chaplain at Unit Level . Does the following:

- 2.4.1. Supervises and implements Chaplain Service readiness requirements.
- 2.4.2. Makes sure all base-level planning documents include current chaplain requirements.
- 2.4.3. Documents chaplain unit manpower requirements during the Base-Level Planning process and works with the unit manpower office.
- 2.4.4. Develops and coordinates the contingency support plan (CSP) (see attachment 3 for format).
- 2.4.5. Fulfills all unit type code (UTC) taskings.
- 2.4.6. Trains and equips all assigned Chaplain Service personnel, including individual mobilization augmentees, for disaster response, and humanitarian and wartime missions. This includes documenting and validating all readiness training.
- 2.4.7. Provides pastoral care, explain religious practices unique to the operation area, and make religious literature available to deploying personnel.

3. Religious Facilities:

3.1. Construction and Modification. HQ USAF/HCP, MAJCOM, DRU, FOA HC, and senior chaplains advise commanders on the construction of new facilities coded for religious use. Senior chaplains and MAJCOM HC advise base civil engineers on modification of religious facilities.

3.2. Symbols. Do not permanently display distinctive faith group symbols in common areas of religious facilities. Display religious symbols in these areas only during religious services.

3.3. Alcohol. Do not consume alcoholic beverages in religious facilities, except when using such beverages for religious rites.

3.4. Secular Activities. Do not use the chapel sanctuary, chancel, or nave to conduct non-religious activities.

3.5. Blessed Sacrament Chapel. Senior chaplains make sure a room is available for a Blessed Sacrament Chapel at each installation.

3.6. Confidentiality. Each chaplain must have private office space suitable for privileged communication.

3.7. Organ Purchase. Contact AFMC HC for purchase of digital or electronic organs.

3.8. Scheduling. Give chapel activities priority over other base activities in religious facilities.

4. Chaplain Service Funds:

4.1. Purpose and General Administration . Chaplain Service funds provide Air Force communities stewardship opportunities for the expression of faith. Chaplain Service personnel administer these funds ethically and in accordance with Government policies.

4.2. Authorized Chaplain Service Funds . The Air Force Chaplain Service Fund, MAJCOM special activity funds, and installation Chaplain Service funds (where active-duty chaplains are assigned) are authorized Chaplain Service funds.

4.2.1. Use the Air Force Chaplain Service Fund to assist religious and humanitarian organizations, give emergency or special grants, engage in public relations for the Air Force Chaplain Service, and insure assets of all Chaplain Service funds.

4.2.2. Use MAJCOM special activity funds to support MAJCOM-sponsored/led religious activities and public relations.

4.2.3. Use installation Chaplain Service funds to administer chapel contributions. Reference AFI 65-601, Vol 1, paragraph 4.32, to determine authorized Chaplain Service fund transactions.

4.3. Chaplain Service Funds Accounting System. Quickbooks® is the official Chaplain Service funds accounting system. Use it for all Chaplain Service fund transactions. The International Merchant Purchase Authorization Card (IMPAC) is the official Chaplain Service funds credit card. Use it for all Chaplain Service fund credit card transactions.

4.4. Software Procurement. Use Chaplain Service funds to purchase all Quickbooks® software including upgrades and commercially available Quickbooks® training aids.

4.5. Reporting.

4.5.1. Wing/Installation Chaplains send end-of-fiscal-year (1 Oct - 30 Sep) Chaplain Service fund balance sheets to MAJCOM-DRU/HC no later than 31 October for accuracy review.

4.5.2. MAJCOM, DRU, and Wing/Installation Chaplains and Chaplain Service fund custodians may create additional reports as locally required.

4.6. Auditing.

4.6.1. Wing/Installation Chaplains and NCOICs establish MAJCOM coordinated internal controls to facilitate management and oversight of local Chaplain Service fund administration. As a minimum, Wing/Installation Chaplains execute an annual Chaplain Service fund review and a local audit of Chaplain Service fund transactions by a qualified disinterested third party. Results of the review and audit are documented and maintained in the Chaplain Service fund accounting records.

4.6.2. Wing/Installation Chaplains form multi-faith advisory groups comprised of a majority of active-duty members to support oversight and random auditing of established internal controls.

4.6.3. MAJCOM-DRU/HC provides additional audits of Chaplain Service fund administration for Chaplain Service funds within their command in accordance with MAJCOM-DRU unique assessment policies.

4.6.4. HQ USAF/HC manages additional Chaplain Service fund audits as determined by the Chief of the Air Force Chaplain Service.

4.7. Training.

4.7.1. Contact the Quickbooks® help line for software troubleshooting and support.

4.7.2. Reference USAF Chaplain Service Funds International Merchant Purchasing Authorization Card (IMPAC) Operating Procedures, for Chaplain Service program guidance. Contact the IMPAC help line for DoD-wide program information as required.

4.8. Chaplain Service Funds Contracts. Wing/Installation Chaplains are delegated authority to enter certain non-personal services contracts in support of authorized Chaplain Service activities. Funding for such contracts will come from the installation Chaplain Service fund. All such contracts will be reviewed in advance by the Installation Staff Judge Advocate and must comply with applicable financial management and acquisition thresholds. Do not enter Chaplain Service fund contracts for personal services or the performance of duties provided within AFMS 105a man-hour/month allocation thresholds. Priority for applying AFMS 105a Chaplain Service fund allocated man-hours is 1) oversight, 2) management and 3) administration. When local Chaplain Service fund oversight, management and administration exceed AFMS 105a man-hour/month allocation thresholds, Wing/Installation Chaplains may contract bookkeeping as a legitimate non-personal service contract.

4.9. Wing/Installation Chaplain General Responsibilities . The Wing/Installation Chaplain oversees and is responsible for the Chaplain Service fund budgeting process, management, and internal controls with a verifiable audit trail. The Wing/ Installation chaplain:

4.9.1. Ensures that multiple persons are responsible for Chaplain Service fund budgeting and accounting processes, and that no one person is given complete control of the fund.

4.9.2. Appoints an active-duty Chaplain Service custodian, and a bookkeeper. They will not be the same person.

4.9.3. Does not perform custodian duties.

4.9.4. Processes insurance claims for lost, stolen, damaged, and destroyed Chaplain Service fund assets through MAJCOM HC to the Air Force Chaplain Service Fund. Attaches a report of survey for lost items, a police incident report for stolen items, and a letter of explanation for damaged and

destroyed items with each claim. Ensures the installation Chaplain Service fund reimburses the Air Force Chaplain Service Fund if assets are recovered after the claim is paid.

4.9.5. Sends fund audit reports and residual cash assets to the Air Force Chaplain Service Fund when closing a Chaplain Service fund.

4.10. NCOIC General Responsibilities . The NCOIC evaluates compliance with policies for receiving, depositing, budgeting, obligating, disbursing, inspecting, and auditing funds. The NCOIC:

4.10.1. Performs and documents a monthly inspection of all fund activities.

4.10.2. Does not perform custodian or bookkeeper duties.

4.11. Custodian Duties . The custodian executes Chaplain Service fund transactions. The custodian:

4.11.1. Reconciles all financial accounts upon receiving the bank statement.

4.11.2. Is one of two signers for all checks. The co-signer will not be the Wing/Installation chaplain or the NCOIC.

4.11.3. Establishes and controls petty cash funds only when essentially required to meet local conditions.

4.11.4. Completes actions authorized by an approved annual budget and the Wing/Installation chaplain.

4.11.5. Inventories equipment upon assuming custodial duties and annually in September.

4.11.6. Obtains equipment through purchase, donation, or transfer from another Chaplain Service fund.

4.11.7. Sets up an equipment account by labeling and recording items valued at \$750 or more.

4.11.8. Disposes of surplus Chaplain Service fund equipment when the Wing/Installation chaplain authorizes. Disposes of equipment by transferring it to another Chaplain Service fund or selling it by sealed bid. If these options are not possible, donates equipment or seeks guidance from MAJCOM HC. Coordinates with MAJCOM HC when closing an equipment account or before disposing of any item listed on the equipment account exceeding \$1000 in value. Keeps documentation of all transactions.

4.11.9. Uses only insured bank accounts.

4.11.10. Does not transfer Chaplain Service funds to appropriated funds or to Morale, Welfare, and Recreation Services (MWRS) nonappropriated funds.

4.11.11. Does not use Chaplain Service funds for temporary duty (TDY) or permissive temporary duty.

4.12. Air Force Reserves (AFRES) and Air National Guard (ANG) Nonappropriated Equipment Accounts. AFRES and ANG chaplain activities are authorized nonappropriated equipment accounts. AFRES and ANG Wing/Installation Chaplains send the annual nonappropriated equipment change report to AFRES HC and ANG HC respectively by 31 October.

5. Forms Prescribed:

5.1. AF Form 1270, **Chaplain Statistical Report.**

5.2. AF Form 1423, **Certificate of Attendance and Offerings.**

DONALD J. HARLIN, Chaplain, Maj General, USAF
Chief of Chaplains

GLOSSARY OF ACRONYMS AND TERMS

Abbreviations and Acronyms

AFPD—Air Force Policy Directive
AFRES—Air Force Reserves
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
C³—Command, Control, and Communications
CAT A—Category A
CAT B—Category B
CFAS—Chaplain Fund Accounting System
CMRT—Continuing Medical Readiness Training
CPX—Command Post Exercise
CRT—Chaplain Readiness Team
CSP—Contingency Support Plan
DRU—Direct Reporting Unit
EOR—Explosive Ordnance Reconnaissance
FOA—Field Operating Agency
FTX—Field Training Exercise
JCS—Joint Chiefs of Staff
JOPEs—Joint Operation Planning and Execution System
JOPS—Joint Operation Planning System
MAJCOM—Major Command
MWRS—Morale, Welfare, Recreation, and Services
OPlan—Operation Plan
RCS—Reports Control Symbol
TDY—Temporary Duty
UTC—Unit Type Code
USAFR—United States Air Force Reserve

Terms

NOTE:

The purpose of this glossary is to help the reader understand the terms used in this publication. It is not intended to encompass all pertinent terms.

Base-Level Planning—The process of identifying wartime base mission support requirements to determine and document deployment and in-place manpower requirements.

Category A Chaplain (CAT A)—An Air Force Reserve chaplain assigned to a unit and minimally performs duty one weekend a month and one 14-day active-duty tour each fiscal year.

Category B Chaplain (CAT B)—An individual mobilization augmentee chaplain attached to a chaplain section at an active duty installation for training.

Chaplain Fund Accounting System—Policies and procedures set forth to accomplish chaplain fund financial transactions.

Chaplain Readiness Team—A team consisting of chaplains and Chaplain Service support personnel who are employed to provide religious ministries during war, contingencies, national emergencies, or military exercises.

Continuing Medical Readiness Training (CMRT)—Training that encompasses the entire spectrum of peacetime and wartime medical readiness training and exercises sponsored by the medical unit or the local base.

Contingency Support Plan—A plan that provides policy and local procedures for chaplain support during contingencies, emergencies, and wartime operations. It describes how the chaplain unit performs its mission.

Deliberate Planning—Planning tasks assigned by the Joint Strategic Capabilities Plan or other directives and performed using procedures outlined in Joint Pub 5-02.1 and JOPS Vol 1.

Joint Operation Planning and Execution System (JOPES)—A total system that supports integrated planning and command and control of mobilization, deployment, employment, and sustainment activities using an improved information system.

Joint Operation Planning System (JOPS)—The Department of Defense directed, JCS specified, system used in planning global and regional joint military operations.

Operation Plan (OPlan)—A plan for command operations to be carried out (executed simultaneously or in succession). The OPlan is usually based upon stated assumptions and is in the form of a directive by higher authority to permit subordinate commanders to prepare supporting plans and orders.

Palace Programs—HQ AFMPC programs used by MAJCOMs to request TDY manning assistance in support of shortfalls for actual contingency, rotational and exercise deployments. (For the Chaplain Service, these requests are staffed by HQ USAF/HCS.)

Palace Blitz—The project name used for actual contingencies or OPlan execution.

Palace Exercise—The exercise counterpart of Palace Blitz. It is to be used solely for exercises whether field training exercises (FTX) or command post exercises (CPX).

Palace Tenure—The project name for the unique, potentially long-term rotational TDY support.

Palace Trip—The project name for TDYs other than those defined above.

Attachment 2

CHAPLAIN SERVICE READINESS PLANNING DOCUMENTS

Joint Pub 1, *Dictionary of Military and Associated Terms*

Joint Pub 1-05, *Religious Ministry Support for Joint Operations*

Joint Pub 5-02, *Joint Operation Planning System*, Volume 1 (Deliberate Planning)

Joint Pub 5-03.2, *Joint Operations Planning and Execution System*, Volume 2, Annex R (Chaplaincy Planning)

US Air Force War and Mobilization Plan, Volume 1 (WMP-1), Annex X

US Air Force Mobilization Plan, Volume 3

AFI 10-212, *Air Base Operability*

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*

AFI 10-217, *Resource Augmentation Duty (READY) Program*

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning*

AFI 10-404, *Base Support Planning*

AFM 11-1, Volume 1, *Air Force Glossary of Standardized Terms*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 41-106, *Medical Readiness Planning and Training*, Chapter 5

USAF Survival, Recovery, and Reconstitution Plan 55

USAF Chaplain Service Total Force Readiness Guidance, 1 August 1991

USAF Chaplain Service Deployment Guide

CONTINGENCY SUPPORT PLAN FORMAT

A3.1. Basic Plan. This section of the CSP provides general guidance and then directs the reader to specific details in the plan. The Basic Plan takes the following format:

A3.1.1. References. List all references used in preparing the CSP and those required for carrying out the plan.

A3.1.2. Situation. State the purpose of the plan and briefly describe the types of contingencies that could occur.

A3.1.3. Mission. Describe the chaplain support mission within the context of the peace and wartime mission of the base.

A3.1.4. Execution and Concept of Operations. Provide a broad outline describing how the chapel will provide religious ministry support to accomplish wartime chaplain mission taskings.

A3.2. Annexes. For each annex, explain how, where, when, and by whom that particular function is performed. A list of annexes follows:

A3.2.1. Annex A--Tasks and Responsibilities. Describes Chaplain Service personnel responsibilities in support of the CSP.

A3.2.2. Annex B--Ministry Support. Describes procedures, essential ministries, and enlisted support requirements.

A3.2.3. Annex C--Logistics. Describes transportation, facilities, materiel, and equipment needed during contingencies or wartime.

A3.2.4. Annex D--Deployment. Describes how the deployment of Chaplain Service personnel will affect remaining chaplain mission requirements. Considers all OPlan Chaplain Service taskings, including Core UTC packages.

A3.2.5. Annex E--Command, Control and Communications (C3). Describes the C3 system as it relates to Chaplain Service operations.